

Welcome

MontCAS

Montana Comprehensive Assessment System

Smarter 2016

March 2, 2016

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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

opi.mt.gov

Agenda

- Updates and Reminders
- Accommodations
- Rosters
- Participation Reports
- Secure Browsers
- Test Window

Reminders

- TAM will be online by Friday, March 11 or sooner.
- Short questionnaire
 - Start dates
 - Devices
- Decisions about roles
 - Remember TAs have very limited roles
- Smarter Testing Irregularities
 - Through TIDE not through the MontCAS Online Reporting System
- MontCAS Online Reporting System updates are still in progress.
- Test Security

Accessibility and Accommodations Framework

Smarter goal is to provide every student with a positive assessment experience

- Fair and accurate estimate of each student's achievement
- Remove obstacles to accurate measurement for
 - Students who are English Language Learners ELLs
 - Students with Disabilities
 - Students with special assessment needs

Usability, Accessibility and Accommodations Guide



Smarter Balanced Assessment Consortium: Usability, Accessibility, and Accommodations Guidelines

Prepared with the assistance of the
National Center on Educational Outcomes

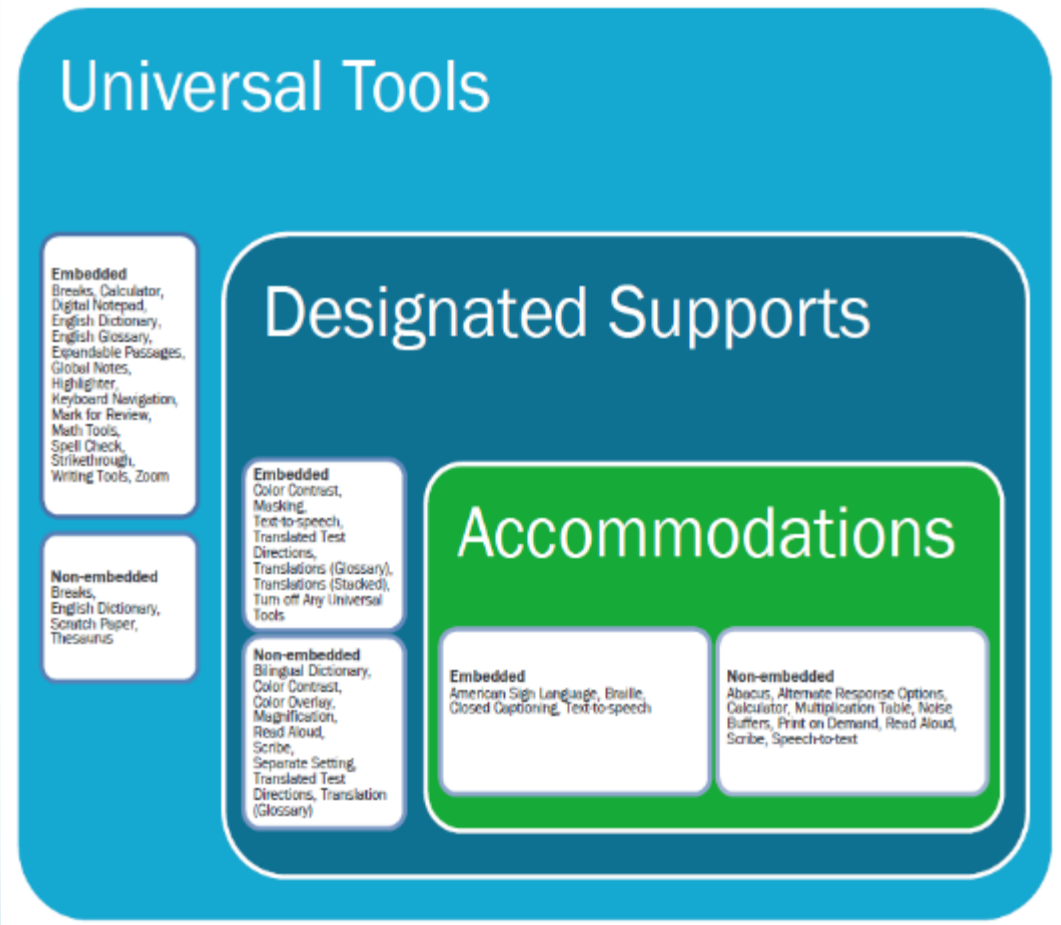
June 1, 2015

- Guidelines apply to all students
- FAQ
- Three levels of support
 - Universal Tools
 - Designated Supports
 - Accommodations

Smarter Accommodations

Three levels of support
both embedded and non-embedded

- Level 1 – Universal Tools
 - For ALL students
- Level 2-Designated Supports
 - For SOME students
- Level 3 –Accommodations
 - For a FEW students



Taken from the *Smarter Balanced Assessment Consortium: Usability, Accessibility, and Accommodations Guidelines* document

Text to Speech and Read-Aloud Accommodation for Grades 3-5

- Utilize team approach
- Significant decision
- Table 1 in Guidelines for TTS and Read-Aloud
 - Questions to inform decisions
 - Data collection
 - Utilize practice test or other reading achievement test

http://www.opi.mt.gov/pdf/Assessment/SMART/16GuidelinesChoosingTTS_ReadAloudGr3_5.pdf

Embedded Designated Supports & Accommodations

Embedded Designated Supports	Embedded Accommodations
Color Contrast	American Sign Language (ASL)
Masking	Braille
Text-to-Speech	Closed Captioning
Translated Test Directions	Text-to-Speech
Translations (Glossary w/audio)	Streamlined Interface
Translation of Items	
Turning off Universal Tools	

Non-Embedded Designated Supports & Accommodations

Non-Embedded Designated Supports	Non-Embedded Accommodations
Bilingual Dictionary	Abacus
Color Contrast	Alternate Response Options
Color Overlay	Calculator
Magnification	Multiplication Table
Read Aloud	Print on Demand
Scribe	Read Aloud
Separate Setting	Scribe
Translation (Glossary)	Speech-to-Text
Translated Test Directions (PDF format)	
Noise Buffers	

TIDE and Settings/Accommodations

Read Aloud and TTS

- ELA
 - The only read aloud or text-to-speech that would be considered an accommodation for an IEP or 504 student would be the text-to-speech for ELA reading passages .
 - Options: Just items, just passages, or both items and passages—all components for IEP/504 students
 - Non-IEP/504 students, just items (including response)
- Math—any components
 - Stimulus (including PTs, the item's questions, the items' response options)

Task or Site	DA*	DC*	SC*	TE*	TA*
Viewing/Editing Student Test Settings in TIDE	✓	✓	✓	✓	
Uploading Test Settings	✓	✓	✓		
Printing Testing Tickets	✓	✓	✓	✓	✓

Teacher Student Settings: Can change Student Settings for students on an Individual Basis

[Home](#)
[Student Information](#)
[Rosters](#)
[General Resources](#)
[Special Codes](#)

View/Edit Students

View/Edit Students

Use this page to view and edit student information.

Make selections from the **State**, **District** and **School** lists (depending on your role you may not see all of these lists). You can further limit your search by specifying a student identifier, first or last name, or grade level. Click **Add Additional Search Criteria** to further limit the search. Click **Search**.

When the retrieved students appear:

- To view or edit a student's information, click **View** in that student's row.
- Sort the listing by clicking on column headers.

Tip: This page displays a limited number of students matching your criteria. You can retrieve all students matching your criteria by exporting them as an Excel or CSV file. After retrieval, hover the mouse over **Export** for options.

[Show Guidelines](#)

* State: Montana - 00000
* District: Demo district 9999 - 9999
* School: Demo Institution 99999999 - 9999
SSID:
Student's Last Name:
Student's First Name:
Grade: All grades

Add Additional Search Criteria

Search

Total Number of Students: 27

Note: TIDE retrieves up to 10000 records. If your criteria are too general, some matching students may not appear.

Export Print Test Tickets

	View	District	School	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MM/DD/YYYY)	Grade	Print Size
<input type="checkbox"/>	View							middle	Male	01/13/1994	03
<input type="checkbox"/>	View	9999	9999	B999999994	duplicate	test	TEST	middle	Male	01/13/1994	04
<input type="checkbox"/>	View	9999	9999	B999999993	duplicate	test	TEST	middle	Male	01/13/1994	05
<input type="checkbox"/>	View	9999	9999	B999999994	duplicate	test	TEST	middle	Male	01/13/1994	06
<input type="checkbox"/>	View	9999	9999	B999999995	duplicate	test	TEST	middle	Male	01/13/1994	07
<input type="checkbox"/>	View	9999	9999	B999999996	duplicate	test	TEST	middle	Male	01/13/1994	08
<input type="checkbox"/>	View	9999	9999	B999999997	duplicate	test	TEST	middle	Male	01/13/1994	09

Translation (Glossary)

ELA

English Glossary

ELAPT

English Glossary

Mathematics

English Glossary

Marking

ELA

Marking Available

ELAPT

Marking Available

Mathematics

Marking Available

Permissive Mode

ELA

Permissive Mode Disabled

ELAPT

Permissive Mode Disabled

Mathematics

Permissive Mode Disabled

American Sign Language

ELA

Do not show ASL videos

ELAPT

Do not show ASL videos

Mathematics

Do not show ASL videos

Closed Captioning

ELA

Closed Captioning Not Available

Print On Demand

ELA

None

ELAPT

None

Mathematics

None

Test Eligibility

Explicit Test Eligibility

ECOC Strategy

ECOC Algebra 1

ECOC Integrated Math 1

ECOC Geometry

ECOC Integrated Geometry Math 2

Reading HSPE

Writing HSPE

Glossary - Russian

Non-Embedded Accommodations

ELA

None

Alternate Response Options

Read Aloud Stimul

Scrabble Items (Writing)

Speech-to-Text

ELAPT

None

Alternate Response Options

Scrabble Items (Writing)

Speech-to-Text

Mathematics

None

Alternate Response Options

Calculator

Multiplication Table

Speech-to-Text

Performance Tasks

Classroom Activity

ELA

G36-Summative-Perf-Landformations

MA

G36-Summative-Perf-FinestChallenge

Save Changes

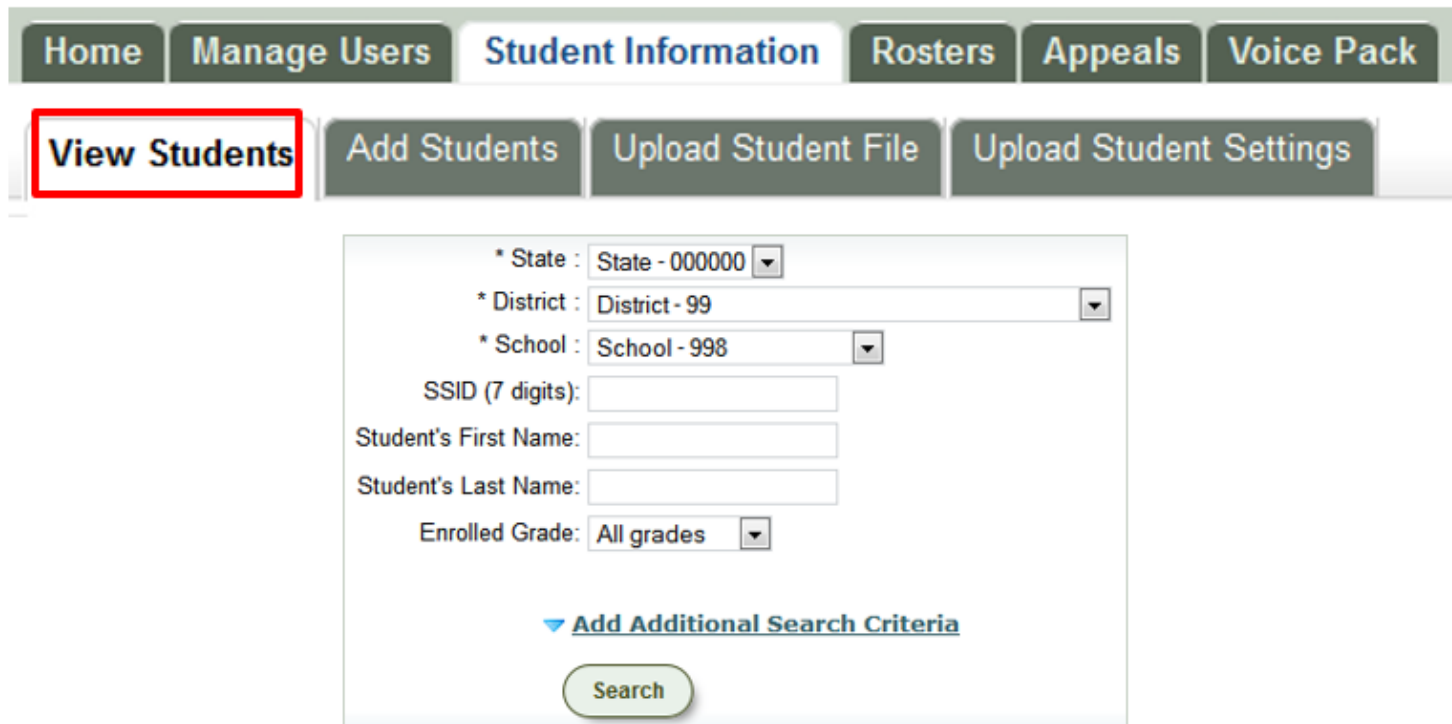
- District/School Administrator: Can Change Student Settings for Individual Students AND can upload Student Settings

The screenshot shows the 'View/Edit Students' page. At the top is a navigation bar with links: Home, Manage Users, Student Information, Rosters, General Resources, and Special Codes. Below this is a sub-navigation bar with 'View/Edit Students' and 'Upload Student Settings'. The main heading is 'View/Edit Students'. Below the heading, there is instructional text: 'Use this page to view and edit student information. Make selections from the State, District and School lists (depending on your role you may not see all of these lists). You can further limit your search by specifying a student identifier, first or last name, or grade level. Click **Add Additional Search Criteria** to further limit the search. Click **Search**. When the retrieved students appear: To view or edit a student's information, click View in that student's row. Sort the listing by clicking on column headers. Tip: This page displays a limited number of students matching your criteria. You can retrieve all students matching your criteria by exporting them as an Excel or CSV file. After retrieval, hover the mouse over **Export** for options.' Below this text is a 'Show Guidelines' button. To the right is a search form with dropdown menus for State (Montana - 000000), District (Demo district 9999 - 9999), and School (Demo Institution 99999999 - 9999). There are input fields for SSID, Student's Last Name, and Student's First Name, and a dropdown for Grade (All grades). Below the form is an 'Add Additional Search Criteria' link and a 'Search' button.

The screenshot shows the 'Upload Student Settings' page. At the top is the same navigation bar as the previous page. Below it is a sub-navigation bar with 'View/Edit Students' and 'Upload Student Settings'. The main heading is 'Upload Student Settings'. Below the heading, there is instructional text: 'Use this page to upload, modify, or delete students' test settings. To begin, download one of the templates in Excel or CSV format, and compose the upload file using a spreadsheet or text editor. (See the TIDE User Guide for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process.' Below this text are 'Show Guidelines' and 'Show History' buttons. Further down, there is text: 'To view the template file, click **Download Excel Template** or **Download CSV Template** and save it to your computer.' Below this are two buttons: 'Download Excel Template' and 'Download CSV Template'. A progress bar shows four steps: STEP 1 Upload File (active), STEP 2 Preview File, STEP 3 Validate File, and STEP 4 Confirmation. Below the progress bar, there is text: 'Click Browse and navigate to the file on your computer. Next, click Upload File.' Below this is a 'Browse...' button with the text 'No file selected.' and two buttons: 'Upload File' and 'Cancel'.

Student Information – Search

- Click the **Student Information** tab, then click **View/Edit Students**. **Add Additional Search Criteria** lets you search by gender, DOB, print size, color contrast, language, text-to-speech, streamlined mode, masking, permissive mode, etc.



The screenshot shows a web application interface for student information. At the top, there is a navigation bar with tabs: Home, Manage Users, Student Information (highlighted), Rosters, Appeals, and Voice Pack. Below this, there is a row of buttons: View Students (highlighted with a red box), Add Students, Upload Student File, and Upload Student Settings. The main content area contains a search form with the following fields:

- * State : State - 000000 (dropdown menu)
- * District : District - 99 (dropdown menu)
- * School : School - 998 (dropdown menu)
- SSID (7 digits): (text input field)
- Student's First Name: (text input field)
- Student's Last Name: (text input field)
- Enrolled Grade: All grades (dropdown menu)

Below the search fields, there is a link labeled [Add Additional Search Criteria](#) and a Search button.

Student Information – Search

- From the list of retrieved students, you can do the following:
 - Edit Student Test Settings
 - Print Test Tickets/Index Cards
 - Export students into a list or spreadsheet

Total Number of Students: 1049											
Note: Search results are limited to 5000 records.											
<div>ExportDelete Selected</div>											
<input type="checkbox"/>	View	District	School IRN	SSID (7 digits)	Student's First Name	Student's Middle Name	Student's Last Name	Gender	Enrolled Grade	Braille	Scribe
<input type="checkbox"/>	View	99	99-999	9999550777	Patricia	A	Martin	Female	05	Science:On Math:On ELA:On	Science:Yes Math:Yes ELA:Yes
<input type="checkbox"/>	View	99	99-999	9999550132	Gretta	B	Sobol	Female	02		
<input type="checkbox"/>	View	99	99-999	9999550089	Lisa	C	Walker	Female	04		

Non-Proctored Practice and Training Tests

Practice: Opportunity for students to become familiar with item types.

Training: Opportunity for students to become familiar with settings.

Smarter Link: <https://practice.smarterbalanced.org/student/> OR

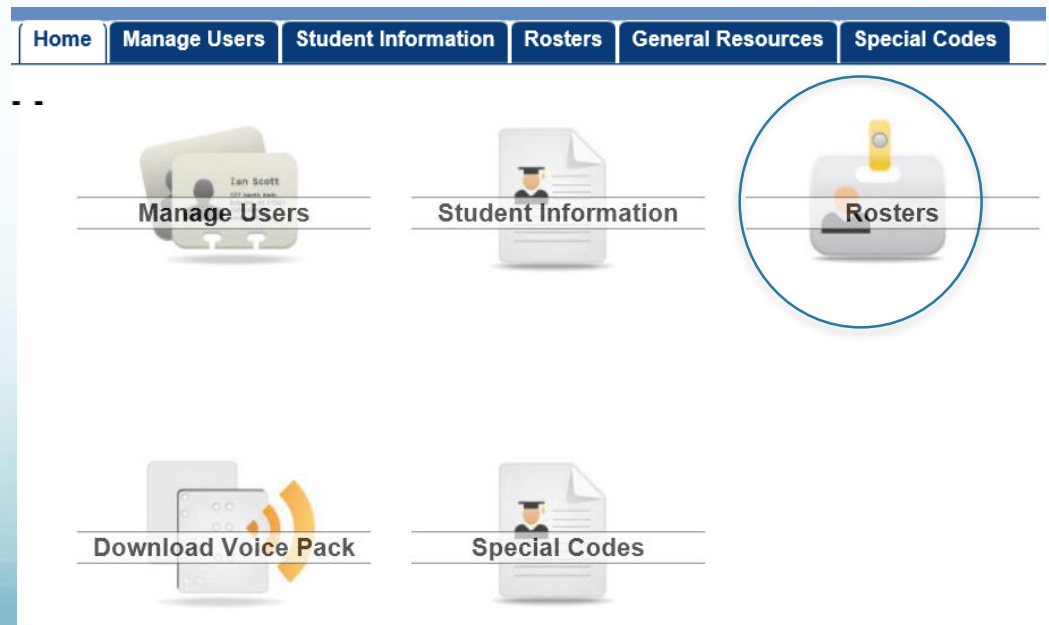
No need to sign in, already a guest.

- Click sign in.
- Choose grade, click yes
- Choose grade and content
- Choose settings
- Start my test
- Answer keys

<http://www.smarterbalanced.org/practice-test-resources-and-documentation/#scoring>

Rosters

- For student reports/results
- For participation reports: TAs can see completion if they have a specific roster assigned. Can make rosters at any point in time, even after reports/results.
- To print test tickets or schedule testing groups
- Can make rosters at any point in time, even after reports/results.



Who Can View/Add/Modify/Delete/Print/Upload Rosters?

Task or Site	DA*	DC*	SC*	TE*
Viewing Rosters	✓	✓	✓	✓
Adding a New Roster	✓	✓	✓	✓
Modifying an Existing Roster	✓	✓	✓	✓
Deleting a Roster	✓	✓	✓	✓
Printing a Roster	✓	✓	✓	✓
Creating Rosters through File Uploads	✓	✓	✓	✓

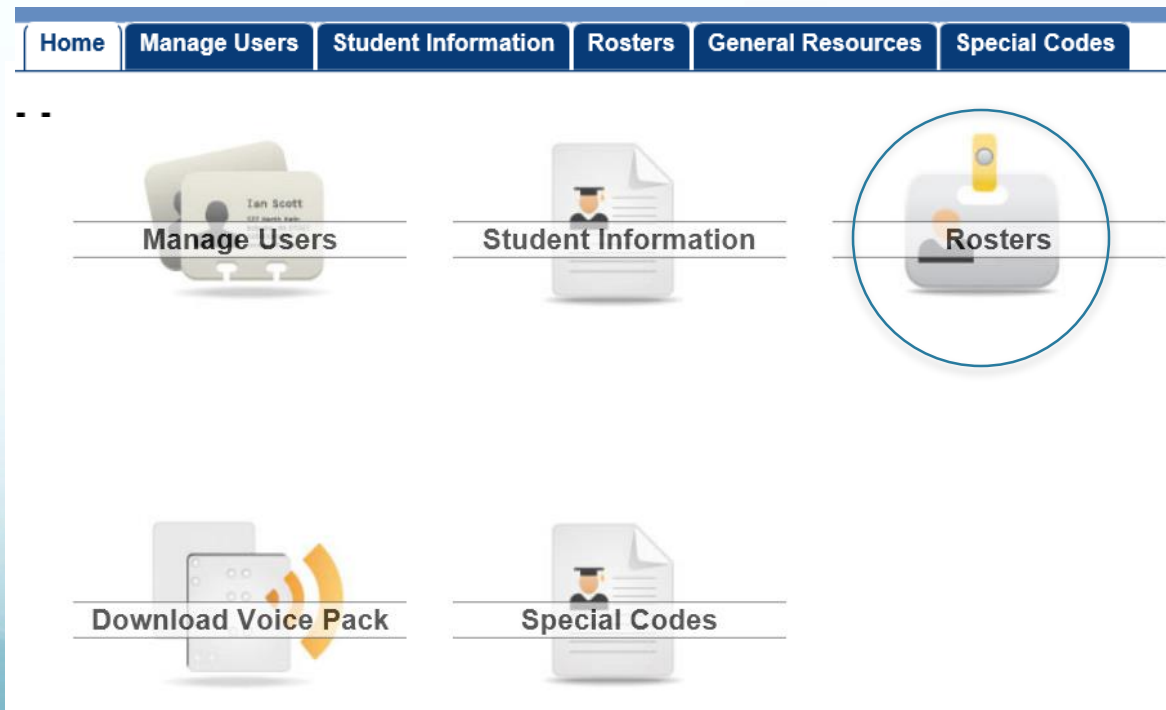
To Create a Roster

<https://mtsmarter.measuredprogress.org/portal/>

Click on the 2015-16 Administration button.

Log into TIDE

Go to Rosters by clicking on the icon or the tab at the top of the page



- Select Manage Rosters
- Use the pull down screens to select your System and School.
- Use these screens to view, edit, or delete a roster, from the Roster drop-down list, select the required roster.

The screenshot shows a web application interface for managing rosters. At the top, there is a navigation bar with tabs: Home, Manage Users, Student Information, Rosters, General Resources, and Special Codes. Below this, there is a sub-navigation bar with 'Manage Rosters' and 'Upload Roster'. The main content area is titled 'Manage Rosters' and includes a brief instruction: 'Use this page to view, add, edit, and delete rosters.' It then lists four steps for using the page. Step 3 includes two bullet points: 'To add a roster, from the Roster drop-down list, select - ADD NEW ROSTER.' and 'To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.' Below the instructions, there are four dropdown menus labeled 'State', 'District', 'School', and 'Roster'. The 'State' dropdown is set to 'Montana - 000000'. The 'District' dropdown is set to 'Demo district 9999 - 9999'. The 'School' dropdown is set to 'Demo Institution 99999999 - 9999_9999'. The 'Roster' dropdown is set to 'Demo Institution 99999999 - 9999_9999'.

Home Manage Users Student Information Rosters General Resources Special Codes

Manage Rosters Upload Roster

Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the Year drop-down list, select a school year for the roster.
2. From the District and School drop-down lists, select a district and school.
3. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - ADD NEW ROSTER.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.
4. Click Next.

* State : Montana - 000000

* District : Demo district 9999 - 9999

* School : Demo Institution 99999999 - 9999_9999

* Roster : Demo Institution 99999999 - 9999_9999
- Select a roster -

Or Add a New Roster by making that selection in the Roster Drop-Down List

Manage Rosters

Use this page to view, add, edit, and delete rosters.

1. To begin, from the Year drop-down list, select a school year for the roster.
2. From the District and School drop-down lists, select a district and school.
3. Do one of the following:
 - To add a roster, from the Roster drop-down list, select - **ADD NEW ROSTER**.
 - To view, edit, or delete a roster, from the Roster drop-down list, select the required roster.
4. Click Next.

* State :

* District :

* School :

* Roster :

- Select a roster -
- ADD NEW ROSTER**
- Mellicent's Roster
- Merry Glass Demo Ros
- Rosterdemo1
- Rosterdemo1
- TestrosterOffline1
- TestrosterOffline10
- TestrosterOffline11

- Create a roster name
- Select a teacher from the dropdown list (if the teacher is not in the dropdown go back to TIDE and add the teacher first)
- Select grade (s)
- Search Students
- Move students from Available student box (left) to Students in this Roster box (right) (Use control to move multiple students)
- Save

Home
Manage Users
Student Information
Rosters
General Resources
Special Codes

Manage Rosters
Upload Roster

Manage Rosters

Use this page to add or modify an existing roster.

- To add or change the roster's name, enter the new name in the **Roster Name** field.
- To add or change the roster's teacher, select the new teacher from the **Teacher Name** drop-down list.
- To add students to the roster, do the following:
 - In the **Select Grade** section, mark one or more of the checkboxes. Students enrolled in those grades appear in the **Available Students** list.
 - Select one or more of the students, and click **Move In**.
- To remove students from the roster, do the following:
 - In the **Students in This Roster** list, select the students you want to remove.
 - Click **Move Out**.
- Click **Save**.

To delete a roster, click **Delete**, and then click **OK** in the confirmation message.

Print
Print Test Tickets

Roster Name: Mellicent's Roster
Teacher Name: Fridell, Mellicent

Select Grade

☐ Grade 02
☐ Grade 03
☐ Grade 04
☐ Grade 05
☐ Grade 06
☐ Grade 07
☐ Grade 08
☐ Grade 09
☐ Grade 10
☐ Grade 11

Search Student

Number of selected students :
Number of available students :

Available Students
[[Grade]][Student's Last Name][Student's First Name][SSID]

Save
Delete
Back

Move In >>
<< Move Out

Number of selected students :
Number of students in roster : 3

Students in This Roster
[[Grade]][Student's Last Name][Student's First Name][SSID]

02[[last][TEST]][MT2345684]
02[[last][TEST]][MT2345685]
02[[last][TEST]][MT2345686]

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Use the Upload Roster tab if you have several rosters that you need to create at once.

Upload Roster File

Use this page to upload rosters to TIDE and the Online Reporting System.
Compose the upload file using a spreadsheet or text editor. (See the *TIDE User Guide* for details about creating an upload file.) After completing the file, click **Upload File** to begin the upload process.
To view a history of file uploads, click **show history**.

The following fields appear in the upload template.

Column	Description	Valid Values
District ID*	District associated with the roster.	Up to 30 alphanumeric characters. Must exist in TIDE, and must be associated with the user uploading the file.
School ID*	School associated with the roster.	Up to 30 alphanumeric characters. Must exist in TIDE, be associated with the district, and be associated with the user uploading the file.
Email Address*	Email of teacher associated with the roster.	Any standard email address. Must exist in TIDE.
Roster Name*	Name of roster.	Up to 50 characters.
SSID*	Student's statewide identification number.	Up to nine alphanumeric characters.

*Required field.

Hide Guidelines

Show History

To view the template file, click **Download Excel Template** or **Download CSV Template** and save it to your computer.

Download Excel Template **Download CSV Template**

STEP 1 Upload File → STEP 2 Preview File → STEP 3 Validate File → STEP 4 Confirmation

Click Browse and navigate to the file on your computer. Next, click Upload File.

Browse No file selected.

Upload File **Cancel**


Template for Uploading Rosters

	A	B	C	D	E	F	G	H
1	District ID	School ID	Email Address	Roster Name	SSID			
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

To **confirm** or **edit** your Rosters, you can go to the **Manage Rosters** screen and select the particular Roster you want to look at. From here, you can change grade selection, move students in and out of that Roster, and **Print Test Tickets**.

[Home](#) [Manage Users](#) [Student Information](#) [Rosters](#) [General Resources](#) [Special Codes](#)

[Manage Rosters](#) [Upload Roster](#)



Manage Rosters

Use this page to add or modify an existing roster.

- To add or change the roster's name, enter the new name in the **Roster Name** field.
- To add or change the roster's teacher, select the new teacher from the **Teacher Name** drop-down list.
- To add students to the roster, do the following:
 - In the **Select Grade** section, mark one or more of the checkboxes. Students enrolled in those grades appear in the **Available Students** list.
 - Select one or more of the students, and click **Move In**.
- To remove students from the roster, do the following:
 - In the **Students in This Roster** list, select the students you want to remove.
 - Click **Move Out**.
- Click **Save**.

To delete a roster, click **Delete**, and then click **OK** in the confirmation message.

[Print](#) [Print Test Tickets](#)

Roster Name: **Teacher Name:**

Select Grade

☐ Grade 02 ☐ Grade 03 ☐ Grade 04 ☐ Grade 05 ☐ Grade 06 ☐ Grade 07 ☐ Grade 08
☐ Grade 09 ☐ Grade 10 ☐ Grade 11

Number of selected students :
Number of available students :
Available Students

[Save](#) [Delete](#) [Back](#)

Number of selected students :
Number of students in roster : 3
Students in This Roster

[02][last][TEST][MT2345684]
[02][last][TEST][MT2345685]
[02][last][TEST][MT2345686]

[Move In >>](#) [<< Move Out](#)

To print Test Tickets is directly from the **Student Information** screens. You will be able to select all students or only certain students by using the checkboxes.

- View/Edit Students
- Conduct Search
- Check boxes for students for whom you wish to make tickets
- Select the Print Ticket button and proceed through the steps provided

[Home](#) [Student Information](#) [Rosters](#) [General Resources](#) [Special Codes](#)

View/Edit Students

View/Edit Students

Use this page to view and edit student information.

Make selections from the **State**, **District** and **School** lists (depending on your role you may not see all of these lists). You can further limit your search by specifying a student identifier, first or last name, or grade level. Click **Add Additional Search Criteria** to further limit the search. Click **Search**.

When the retrieved students appear:

- To view or edit a student's information, click **View** in that student's row.
- Sort the listing by clicking on column headers.

Tip: This page displays a limited number of students matching your criteria. You can retrieve all students matching your criteria by exporting them as an Excel or CSV file. After retrieval, hover the mouse over **Export** for options.

[Show Guidelines](#)

* State : Montana - 000000

* District : Demo district 9999 - 9999

* School : Demo Institution 99999999 - 9999

SSID :

Student's Last Name :

Student's First Name :

Grade : All grades

Add Additional Search Criteria

Search Fields : Select a Field

Add Criteria Cancel

Search

Total Number of Students: 27

Note: TIDE retrieves up to 10000 records. If your criteria are too general, some matching students may not appear.

[Export](#) [Print Test Tickets](#)

	View	District	School IRN	SSID	Student's Last Name	Student's First Name	Student's Middle Name	Gender	Birth Date (MMDDYYYY)	Grade	Print Size	Color Contrast
<input checked="" type="checkbox"/>	View	9999	9999	MT2345681	last	TEST	middle	Male	01131994	02	EL:TDS_PS_L0;ELPT:TDS_PS_L0;MA:TDS_PS_L0	EL:TDS_CC0;ELPT:TDS_CC0;MA:TDS_CC0
<input checked="" type="checkbox"/>	View	9999	9999	MT2345682	last	TEST	middle	Male	01131994	02	EL:TDS_PS_L1;ELPT:TDS_PS_L1;MA:TDS_PS_L1	EL:TDS_CCInvert;ELPT:TDS_CCInvert;MA:TDS_CCInvert
<input type="checkbox"/>	View	9999	9999	MT2345683	last	TEST	middle	Male	01131994	02		
<input checked="" type="checkbox"/>	View	9999	9999	MT2345684	last	TEST	middle	Male	01131994	02		

- View/Edit Students
- Conduct Search
- Check boxes for students for whom you wish to make tickets
- Select the Export button to export the student information into Excel

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Participation Reports

- Smarter 2016 Online Reporting Guide

<http://www.opi.mt.gov/pdf/Assessment/SMART/S16smarterOnlineReportingGuide.pdf>

Section V. Viewing Test Management Center

The Test Management Center provides customized participation reports to determine which students have completed testing or need to complete testing, view students' test statuses, view summary statistics, retrieve student results, and check test completion rates by school, grade, subject, and opportunity.

This section provides instructions on how to generate and view the available reports.

Task or Site	DA*	DC*	SC*	TE*
Access to Online Reporting System (ORS) Features and Tasks				
Score Reports				
School Listing	✓	✓	✓	✓
Teacher Listing	✓	✓	✓	✓
Roster Listing	✓	✓	✓	✓
Student Listing	✓	✓	✓	✓
Individual Student Score Report	✓	✓	✓	✓

Secure Browsers



MT Smarter Balanced Support

- <https://mtsmarter.measuredprogress.org/portal/> is home for all online Smarter Balanced assessment administration information.
- For questions regarding the online testing system, please contact:
 - MT Help Desk at 888-792-2741 or
 - montanahelpdesk@measuredprogress.org.

MontCAS Contacts

Angie Koehler, Assessment Assistant

406-444-3511 akoehler2@mt.gov

Yvonne Field, Assessment Specialist, ELP and MSAA

406-444-0748 yfield@mt.gov

Pam Birkeland, Special Projects

406-560-2060 pbirkeland@mt.gov

Paula Schultz, Smarter Accommodations

pschultz2@mt.gov

Judy Snow, State Assessment Director

406-444-3656, jsnow@mt.gov

Mellicent Friddell, Measured Progress Montana Program Manager 29

603- 749-9102 x7024 Friddell.Mellicent@measuredprogress.org

